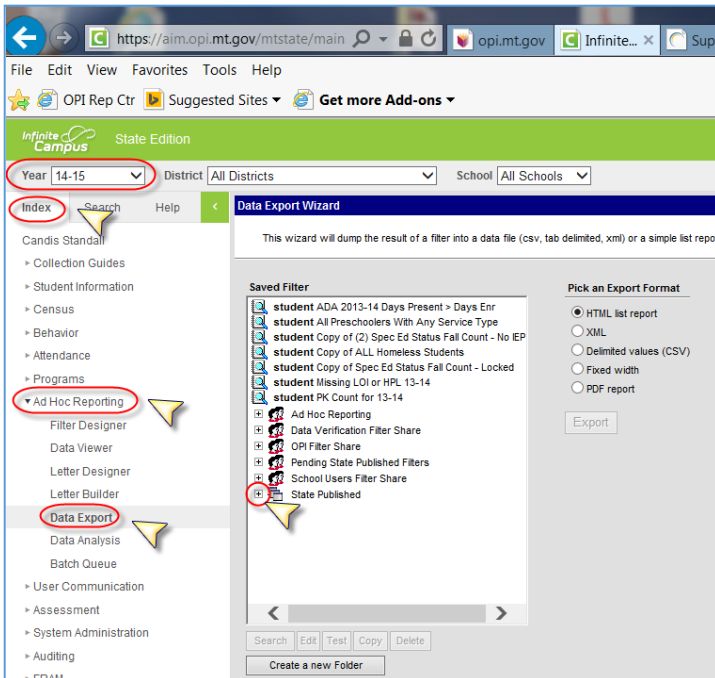
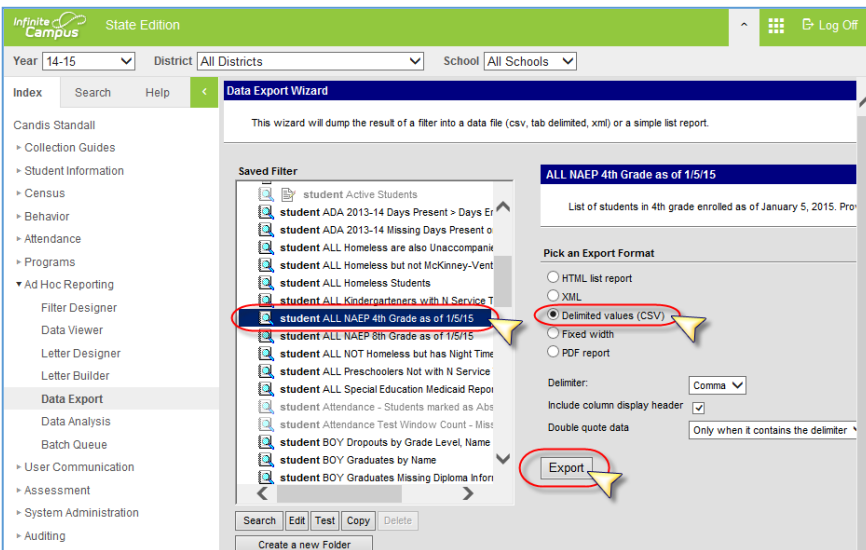


## How to Get a List of NAEP Students From the AIM system and Export it Directly into an Excel Spreadsheet

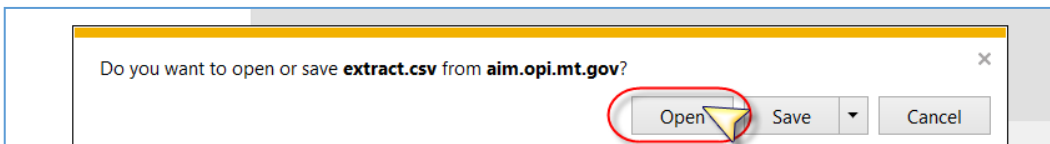


- 1) Log in to the AIM system and verify you are in the '14-15' Year.
- 2) On the 'Index' tab, click on 'Ad Hoc Reporting'.
- 3) Under Ad Hoc Reporting, click on 'Data Export'.
- 4) On the right side of the screen, in the white area with the list of saved filters, click on the '+' next to 'State Published'.



- 5) Look for the two NAEP reports called:  
-> student **ALL NAEP 4<sup>th</sup> Grade as of 1/5/15**  
-> student **ALL NAEP 8<sup>th</sup> Grade as of 1/5/15**
- 6) Click once on the name of the sampled grade in your school.
- 7) To the right of the reports, a list of set options will appear titled 'Pick an Export Format'.
- 8) Choose the format 'Delimited Values (CSV)'.
- 9) Click on 'Export'.

10) There may be a message at the bottom of your screen asking you if you would like to open, save, etc. Choose 'OPEN'.



11) Excel will open and populate the spreadsheet with the ad hoc results.

12) In the 'opened' Excel spreadsheet, select 'SAVE'. If prompted with a warning message, saying, "some features in your workbook might be lost if you save it as CSV (comma delimited) – do you want to keep using that format?" press 'NO'. Save the file as an 'Excel 97-2003 Workbook' format before uploading.

13) **Note:** if you have more than one sampled grade, repeat steps 1-12 for second NAEP ad hoc report.